

Minutes

Jefferson County Commission

Thursday, April 15, 2021

A meeting of the Jefferson County Commission was held on Thursday, April 15, 2021 during the second quarterly session at 6:00 p.m. The meeting was held via GoToWebinar. Present were Commissioners Josh Compton, President, Steve Stolipher, Caleb Hudson, Tricia Jackson, and Jane Tabb. Also present were Stephanie Grove, County Administrator; Sandy McDonald, Deputy County Administrator, and Jessica Carroll, Executive Administrative Assistant (The archived meeting of the Thursday, April 15, 2021 meeting is available on the Jefferson County Commission website.)

PLEDGE OF ALLEGIANCE

Commissioner Compton led the Pledge of Allegiance.

APPROVAL OF MINUTES

Motion by Mr. Hudson to approve the April 1, 2021 Regular Meeting Minutes as presented. Motion seconded and unanimously approved.

APPROVAL OF REQUISITIONS

Motion by Mr. Compton to approve the Requisitions for April 15, 2021 in the amount of \$31,097.71 to include Requisition No. 21050. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHECK#	VENDOR NAME	AMOUNT
84578	AMERICAN FAMILY LIFE INSURANCE COMPANY ICU	\$ 3,109.16
84579	AMERIFLEX	\$ 128.00
84580	AT&T	\$ 86.96

84581		BAKERTON VOLUNTEER FIRE DEPARTMENT		\$ 5,995.00
84582		BLUE RIDGE GARAGE DOORS		\$ 132.50
84583		BLUE RIDGE MOUNTAIN VOLUNTEER FIRE COMPANY		\$ 24,674.19
84584		BOLAND TRANE SERVICES INC		\$ 1,931.00
84585		CITY OF CHARLES TOWN		\$ 407.46
84586		DIGITAL ALLY		\$ 9,812.94
84587		FEDEX		\$ 768.25
84588		FIFTH THIRD BANK		\$ 6,309.22
84589		FIFTH THIRD BANK		\$ 81,119.85
84590		GUTTMAN OIL CO		\$ 7,272.94
84591		IPC TECHNOLOGIES INC.		\$ 32.43
84592		J.C. EHRLICH		\$ 750.00
84593		JASON MICKEY		\$ 1,433.81
84594		JOSEPH MURPHY		\$ 644.18
84595		JR CONSULTING SOLUTIONS LLC		\$ 500.00
84596		MILLERS SUPPLIES AT WORK		\$ 391.64
84597		MILLER'S SUPPLIES AT WORK		\$ 96.54
84598		MOTOROLA SOLUTIONS INC		\$ 39,642.35
84599		POTOMAC EDISON		\$ 29,943.58
84600		PRIORITY DISPATCH		\$ 8,625.00
84601		RANSON POLICE DEPT		\$ 516.34
84602		RETIREE HEALTH BENEFIT TRUST		\$ 7,130.00
84603		RONALD DANTZIC		\$ 34.57
84604		TEK ADVISORS LLC		\$ 8,400.00
84605		MOOREFIELD POLICE DEPARTMENT		\$ 535.96
84606		W B MASON CO. INC		\$ 795.40
84607		WV REGIONAL JAIL & CORRECTION FACILITY AUTH		\$ 50,459.50
84608	AM/053	FIFTH THIRD BANK		\$ 117.42
TOTAL				\$ 291,796.19

Motion by Mr. Compton to approve the Accounts Payable for April 8, 2021 in the amount of \$291,796.19. Motion seconded and unanimously approved.

CHECK#		VENDOR NAME		AMOUNT
84610		BUREAU OF CHILD SUPPORT		\$ 502.16
84611		DODSON SEPTIC SERVICE LLC		\$ 285.00
84612		EFTPS IRS TAXES		\$ 93,365.64
84613		EMPOWER RETIREMENT		\$ 5,396.42
84614		GUTTMAN OIL CO		\$ 3,295.63

84615		JEFFERSON SECURITY BANK	\$ 4,409.00
84616		JUSTTECH LLC	\$ 79.79
84617		KONE BROOKLYN	\$ 1,809.75
84618		LAURA STORM	\$ 1,817.29
84619		MILLERS SUPPLIES AT WORK	\$ 89.70
84620		MILLER'S SUPPLIES AT WORK	\$ 35.23
84621		NATIONWIDE RETIREMENT SOLUTIONS	\$ 834.00
84622		POTOMAC EDISON	\$ 3,075.34
84623		RICE TIRES CO	\$ 522.96
84624		ROGER GOODWIN	\$ 2,237.94
84625		SHENDEL	\$ 1,805.00
84626		SOFTWARE SYSTEMS INC	\$ 1,176.00
84627		STATE TAX DEPARTMENT	\$ 822.23
84628		US POSTAL SERVICE	\$ 20,000.00
84629		WV DEPUTY SHERIFF RETIREMENT SYSTEM	\$ 16,598.12
84630		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	\$ 45,494.56
84631		XEROX CORPORATION	\$ 3,091.41
84632	SG/O10	JEFFERSON DAY REPORT CENTER	\$ 696.50
TOTAL			\$ 207,439.67

Motion by Mr. Compton to approve the Accounts Payable for April 15, 2021 in the amount of \$207,439.67. Motion seconded and unanimously approved.

APPROVAL OF MANUAL CHECKS

Check#	Fund	VENDOR	Amount
728	HD/8	ATTENTI	\$ 2,473.60
729	HD/8	AXON	\$ 184.00
730	HD/8	FIFTH THIRD BANK	\$ 57.90
873	AV/56	FIFTH THIRD BANK	\$ 804.77
874	AV/56	GLOBAL SCIENCE & TECH	\$ 1,739.34
875	AV/56	JUSTTECH	\$ 164.12
876	AV/56	MILLERS SUPPLIES AT WORK	\$ 98.70
877	AV/56	SEGRA	\$ 616.00
1753	CO/246	DIGITAL ALLY	\$ 2,352.06
1754	CO/246	EXECUTIVE EMERGENCY LIGHTING	\$ 55,647.94
1755	CO/246	WHITMOYER AUTO GROUP	\$ 167,000.00
1277	IP/249	SHERIFF JEFFERSON CO -SCHOOL	\$ 390,227.70

1279	IP/249	SHERIFF JEFFERSON CO - LAW	\$ 6,535.08
1278	IP/249	SHERIFF JEFFERSON CO - PARKS	\$ 29,870.79
1280	IP/249	SHERIFF JEFFERSON CO - EMS	\$ 3,231.54

Motion by Mr. Compton to approve the Manual Checks for April 9, 2021 in the amount of \$661,003.54. Motion seconded and unanimously approved.

MANUAL CHECKS			
Check#	Fund	VENDOR	Amount
731	HD/8	SHERIFF OF JEFFERSON CO	\$ 1,633.35
336	FP/57	JEFFERSON CO FARMLAND PROT.	\$ 112,301.84
TOTAL			\$ 113,935.19

Motion by Ms. Tabb to approve the Manual Checks for April 16, 2021 in the amount of \$113,935.19. Motion seconded and unanimously approved.

PAYROLL APPROVAL

Motion by Mr. Compton to approve the Payroll for April 1, 2021 in the amount of \$264,145.62. Motion seconded and unanimously approved.

PUBLIC COMMENT

Public Comment was received by the following: Lyn Widmyer.

Please refer to the archived meetings on the jeffersoncountywv.org website to listen to public comment.

PRESENTATIONS

1. Tom Hansen, Sheriff
 - a. New Rank Creation
 - b. Promotions (informational)

- By unanimous consent, the Commission denied the Sheriff's request regarding the creation of the rank of Captain and the subsequent promotions.
- c. Possible designation of Animal Control Supervisor
 - **Motion by Mr. Compton to approve the designation of Jess Ebersole as Animal Control Supervisor as presented by the Sheriff. Motion seconded and unanimously approved.**

2. Michelle Gordon, Finance Director

- a. Review and Approval of Equal Employment Opportunity Plan (EEOP) and EEOP Utilization Analysis as of 03/22/2021
 - **Motion by Mr. Compton to approve the Equal Employment Opportunity Plan and (EEOP) and EEOP Utilization Analysis as of 3/22/2021 as presented. Motion seconded and unanimously approved.**
- b. Review and Approval of WVCorp Insurance Renewal 2022
 - **Motion by Mr. Compton to accept the FY22 risk and workers' compensation plan renewal from WVCorp Risk Pool with additional Cyber Risk liability insurance coverage up to \$2 million. Motion seconded and unanimously approved.**
- c. Review of Highmark Medical Insurance Renewal Options and Selection of Plan for FY2022
 - **Motion by Ms. Tabb to accept Highmark of West Virginia health insurance renewal for FY2022 with a temporary hold on increasing the employee portion of insurance premiums for FY2022 only. Motion seconded and unanimously approved.**

3. Mark Dyck, Gordon Associates – Miller Zoning Map Amendment: Request that a public hearing be scheduled before the County Commission and referral to the Planning Commission to review rezoning request for the 242.2+/- acre property identified in the Middleway District (7), Map Number 3, Parcels 29 & 35.

- **Motion by Mr. Stolipher to accept the zoning map amendment request for 242.2+/- acre property identified in the Middleway District (7), Map Number 3, Parcels 29 & 35, refer the request to the Planning Commission for review of Comprehensive Plan consistency and schedule a public hearing on Thursday, June 3, 2021 at 1:30 pm. Motion seconded and unanimously approved.**

4. Interviews and Appointments to the following:

- Jefferson County Board of Health – one unexpired term ending June 30, 2022

- Mr. Stolipher offered his nomination for Mr. David Luttmann.

- **There being no other applicants, Mr. Luttmann was appointed to the Jefferson County Board of Health for one unexpired term ending June 30, 2022, with Commissioners Tabb and Compton opposing.**

- Jefferson County Development Authority Board of Directors – one three-year term for Citizen Representative ending April 5, 2024

- **Motion by Ms. Jackson to table discussion/action on this item until the next regularly scheduled Commission meeting. Motion seconded and unanimously approved.**

5. Nathan Cochran, Assistant Prosecuting Attorney

- a. Report by counsel as previously assigned by Commission: creation of Jefferson County Fire Board, Jefferson County Emergency Ambulance Service Board, and organization of Jefferson County Emergency Services Agency; including potential structure, financial issues and matters related thereto.
- b. Discussion of legal issues regarding proposed solar text amendment including bonding and related matters
- c. Discussion of possible agreement with the City of Ranson regarding storage of extra PPE items and related matters
- d. Discussion of Jefferson County Civil Action No.'s 2021-C-33 through 37

e. Discussion of issues regarding impact fees and proffers

- **Motion by Mr. Compton to enter into Executive Session to receive legal advice regarding the items listed above. Motion seconded and unanimously approved.**
- **Motion by Mr. Compton to come out of Executive Session. Motion seconded and unanimously approved.**
- **Motion by Mr. Compton to instruct Mr. Cochran to obtain outside legal counsel regarding the solar text amendment issue and Jefferson County Civil Action No.'s 2021-C-33 through 37. Motion seconded and unanimously approved.**

UNFINISHED BUSINESS

6. Set date and time for joint meeting between the Jefferson County Fire and Rescue Association, Jefferson County Emergency Services Agency, and the Jefferson County Commission
 - It was the consensus of the Commission to schedule the joint meeting between the Commission, the Jefferson County Emergency Services Agency and the Jefferson County Fire and Rescue Association on Monday, May 3, 2021 at 7:00 pm at Independent Fire Company, to be held both virtually and in-person.

NEW BUSINESS

7. Reschedule Public Hearing – Repeal the County ATV Ordinance and revert to existing state law – it was the consensus of the Commission to reschedule the Jefferson County ATV Ordinance Repeal Public Hearing on Wednesday, April 28, 2021 at 7:00 pm.
8. Proclamation – April Fair Housing Month
 - **Motion by Mr. Compton to approve the Proclamation declaring April as Fair Housing Month in Jefferson County. Motion seconded and unanimously approved.**

9. Recognize that structures on parcels in the WV Division of Forestry managed timberland program be processes as agriculture – it was the consensus of the Commission to ask counsel to research this topic and report back at a future meeting.

COUNTY ADMINISTRATOR REPORTS

- Legislative Updates

10. The Commission adjourned at 8:32 p.m. on a motion by Mr. Compton. Motion was seconded and unanimously approved.

JOSH COMPTON, PRESIDENT

Respectfully submitted
Jessica Carroll
Executive Administrative Assistant